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25 OCT 1962

O/Dir Routing

	TO	INITIALS	DATE
LUNDAHL	✓	CICL	10/23/62
	✓		10/50X1
	✓		10/
	✓		24 Oct 62
	✓		

REMARKS:

10/1

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TRANSMITTAL SLIP | DATE 12 Oct. 62

TO: AD/NPIC

ROOM NO. 605 | BUILDING Steuart Bldg

REMARKS:

FROM: ODDI

ROOM NO.

50X1

FORM NO. 041 REPLACES FORM 36-8 GPO : 1957—O-439445 (47)

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SECRET

2363

22 October 1962

MEMORANDUM FOR: IADs

SUBJECT: Office Coverage

1. Effective immediately each Assistant Director is responsible for insuring that his immediate office is adequately covered during the day by a senior official, particularly during the lunch period. Referral phone numbers should be left with secretaries in cases where senior officers leave their offices.

2. It is also imperative that knowledgeable people on critical problems be reachable at all times. Lunch hours should be staggered to the greatest extent possible.

3. Offices should insure that their emergency list of home phone numbers is up to date in the OCI Watch Office.

50X1

[redacted]

Deputy Director (Intelligence)

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

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